

CITY OF ROSWELL, NM

EOE

POSITION OPENING #14-050

POSITION: City Manager

DEPARTMENT: Financial Administration

WORK SCHEDULE: 8:00 am to 5:00 pm, Monday through Friday. Hours may vary to include weekends and holidays.

SALARY RANGE: \$110,000-130,000/yr

STATUS: Regular Full-Time

OPENING DATE: June 5, 2014

DEADLINE TO SUBMIT REQUIRED APPLICATION: Until Filled

CITY MANAGER

Definition and Distinguishing Characteristics

City Manager is the Chief Administrative Officer for the City of Roswell. City Manager manages the day-to-day operations of the City and makes independent decisions within the framework of City Council policy and federal and state law. The City Manager is an **AT-WILL** employee.

Typical Examples and Work Performed

Directs and coordinates the administration of municipal government, enforces and carries out all ordinance rules and regulations enacted by the City Council and federal and state law applicable to the municipality, and performs such other responsibilities as may be delegated or directed by the City Council.

Hires, promotes, trains, disciplines and discharges all persons employed by the City of Roswell.

Supervises all activities necessary to the day-to-day operation of all City services, programs, facilities and personnel.

Prepares and submits an annual budget, which considers the short-range and long-range needs of the municipality, to the governing body for approval.

Makes recommendations to the governing body concerning the welfare, health, development and safety of the municipality.

Knowledge, Skills and Abilities

Knowledge of supervisory, management, and public administration principles and practices.

Knowledge of municipal finance and municipal budget administration.

Knowledge of collective bargaining in the governmental sector.

Knowledge of the requirements of federal and state law affecting municipal governance.

Ability to develop, interpret and administer legal and quasi-legal guidelines and rules.

Ability to establish and maintain effective working relationships with the governing body, fellow employees and the general public.

Minimum Requirements

Graduation from an accredited college or university with a master's degree in public administration or related field and five to seven (5-7) years of progressively responsible experience as a Manager or Assistant Manager for a governmental entity, or an equivalent combination of education and experience.

Valid driver's license issued by the State of New Mexico within thirty (30) days of hire, with a satisfactory driving record.

Certification through the International City Managers Association [ICMA] preferred.

Necessary Special Qualifications

Must possess and maintain a valid Class D driver's license issued by the State of New Mexico, have a satisfactory driving record, and be insurable by the City's insurance carrier.

Must pass a post-offer, pre-employment drug screen administered by a City designated facility.

MUST SUBMIT CITY OF ROSWELL APPLICATION FORM

**IF YOU REQUIRE SPECIAL ACCOMMODATIONS, PLEASE CONTACT THE HUMAN RESOURCES
DEPARTMENT AT CITY HALL, 425 N. RICHARDSON, (575) 624-6700, EXT. 268**